

How to register

If you would like to attend any of these training sessions, obtain approval from your supervisor and enroll through your office training contact:

Acquisition Services:

Claudia Allen
517/373-8139

Agency Services:

Geneva Hawthorne
517/312-5871

Audit Services Bureau:

Jeanette Doll
517/241-9248

Director's Office:

Patty Russ
517/373-6741

Office of Facilities:

Kerri Droste
517/241-7449

Financial Services:

Tari Teremi
517/241-1847

Organizational Services:

Pam Nemanis
517/373-0219

Retirement Services:

Alice Semevolos
517/265-6027

Strategic Asset Management:

TeAnn Smith
517/241-1636

Upcoming Sessions

The New Manager and Supervisor Orientation Program is presented quarterly by Organizational Development. Tentative dates for the next series include Performance Management, April 14; Human Resources, April 21; Labor Relations, April 28; Safety and Health, May 5; Reasonable Suspicion, May 12; and Financial Reporting, May 19. Registration for these sessions begins April 1.

For More Information

For more information about the New Manager and Supervisor Orientation Program, contact Sandra Ball at 517/335-4501 or BallS@michigan.gov.

DMB's New Manager and Supervisor Orientation Program

Six modules to enhance
your management skills

- Performance Management
- Human Resources
- Labor Relations
- Safety and Health
- Reasonable Suspicion
- Financial Reporting

January 2005



*An orientation program
coordinated by
Organizational Development*

Welcome to your new position.

You now serve as a manager or supervisor to other DMB employees. In this role, you'll have a number of new responsibilities.

To help you prepare for this role, DMB's Organizational Services Division has organized a series of six modules designed to introduce you to some of the resources available. As a new manager, you are encouraged to attend the entire series of programs. You are required to complete the Reasonable Suspicion module, and verification of its completion must be noted in your personnel file. All managers and supervisors are welcome to attend and may wish to use the orientation program as a refresher course.

Performance Management

Jan. 6, 8:30 to 10:00 a.m.
Constitution Hall
Brake Conference Room

This session will offer an introduction to DMB's employee assessment system. The module:

- outlines the Competency Assessment and Individual Development Plan (IDP), DMB's assessment tool for employee performance.
- reviews the competencies of employees in various job classifications and gives examples of behavioral expectations within these classifications.
- suggests how managers and supervisors can prepare for successful assessment meetings with their employees.

Presenter: Deborah Stevens
Organizational Review

Human Resources

Jan. 13, 8:30 to 11:00 a.m.
Lewis Cass Building
DMB Learning Center

This hands-on workshop will outline the:

- supervisor's role in the hiring process.
- supervisor's role in the timekeeping process.
- options for leave of absence and the workers' compensation program.
- the employee separation process.
- the DMB Employee Services Web site and ways to use it effectively.

Presenters: Ann Kroneman, Acting Director,
Organizational Services Office, and
Human Resources Staff

Labor Relations

Jan. 20, 8:30 to 11:00 a.m.
Constitution Hall
Brake Conference Room

This session will offer participants information about:

- their role in labor relations.
- union contracts and Civil Service rules.
- ways to address employee performance.
- the accident reporting process.

Presenter: Jonathan Meyer, Manager,
Labor Relations Unit

Safety and Health

Jan. 27, 8:30 to 11:00 a.m.
Constitution Hall
Brake Conference Room

Participants will receive information about:

- safety and health.
- drugs and alcohol and their responsibilities if employees come to work under the influence of drugs or alcohol
- the supervisor's role in drug and alcohol testing.
- the Americans with Disabilities Act and the process for providing employees with reasonable accommodations.

Presenter: Joel Hoffman, Manager
Safety and Health Unit

Reasonable Suspicion

Feb. 3, 8:30 to 11:00 a.m.
Constitution Hall
Brake Conference Room

In this session, participants will:

- define reasonable suspicion and learn about its criteria.
- recognize the signs and symptoms of drug and alcohol use and abuse.
- understand management's role in the process.
- learn where to obtain assistance for employees.
- learn the role and responsibilities of drug and alcohol testing coordinators.

Presenter: Joel Hoffman, Manager,
Safety and Health Unit

Financial Reporting

Feb. 10, 8:30 to 11:00 a.m.
Lewis Cass Building
DMB Large Conference Room

This introduction to financial reporting will help participants:

- understand financial reporting, financial projects, and basic financial principles needed to manage a DMB business successfully.
- understand key financial terms.
- learn about the range of services and assistance available from DMB-Financial Services.

Presenter: Howard Pizzo, Director,
Financial Services Office